

This NSHP checklist is intended to assist NSHP program applicants with **securing a reservation** for an NSHP incentive. This checklist is updated to reflect the most recent NSHP Guidebook. Under no circumstance is this checklist a substitute for the program requirements approved by the Energy Commission in the most recent guidebook.

RESERVATION APPLICATION REVIEW	YES	N/A
NSHP-1 FORM		
• All fields on the form are completed.	<input type="checkbox"/>	<input type="checkbox"/>
• Form signed by appropriate entities.	<input type="checkbox"/>	<input type="checkbox"/>
• HERS Rater and Provider identified for verification of energy efficiency and solar system installation. HERS Provider (registry) the same for energy efficiency and solar system installation.	<input type="checkbox"/>	<input type="checkbox"/>
FINAL SUBDIVISION MAP, (required if building permit NOT submitted)		
• An official document with signatures from city/county officials.	<input type="checkbox"/>	<input type="checkbox"/>
• All of the lots are illustrated on the map.	<input type="checkbox"/>	<input type="checkbox"/>
BUILDING PERMIT, (required for custom homes, multifamily homes, and common areas)		
• Approved permit for the address listed on the NSHP-1.	<input type="checkbox"/>	<input type="checkbox"/>
• The job description is for the construction of a new home.	<input type="checkbox"/>	<input type="checkbox"/>
• If the job description is for an existing structure/alteration/remodel/fire-rebuild, must provide adequate proof that the entire unit(s) are to be renovated and will meet or exceed the energy efficiency requirements for the entire structure.	<input type="checkbox"/>	<input type="checkbox"/>
• If the new construction permit is final, solar permit must be pulled before or up to 180 days after certificate of occupancy was issued.	<input type="checkbox"/>	<input type="checkbox"/>
CF-1R-PV		
• The Calculator and equipment libraries used are certified at the time the reservation application is submitted. http://www.gosolarcalifornia.org/tools/nshpcalculator/download_calculator.php	<input type="checkbox"/>	<input type="checkbox"/>
• Project address matches that on the NSHP-1.	<input type="checkbox"/>	<input type="checkbox"/>
• Climate zone matches that on the CF-1R and is correct. For a complete list of zip codes and counties by Climate Zone see: http://www.energy.ca.gov/maps/renewable/building_climate_zones.html .	<input type="checkbox"/>	<input type="checkbox"/>
• The correct incentive type is selected. (Verify using the percent by which the project passed plan-check.)	<input type="checkbox"/>	<input type="checkbox"/>
• Equipment matches that on the equipment purchase agreement.	<input type="checkbox"/>	<input type="checkbox"/>
• The form is signed by the appropriate entities, including the authorized representative as indicated on the NSHP-1 form.	<input type="checkbox"/>	<input type="checkbox"/>
• The data in the .her file matches the data on the form.	<input type="checkbox"/>	<input type="checkbox"/>
• For common area systems sized greater than 7.5kW, justification provided and certified by a C-10 contractor or certified architect.	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT PURCHASE AGREEMENT		
• List of the physical addresses for the system installations.	<input type="checkbox"/>	<input type="checkbox"/>
• Quantity, make and model of the modules, inverters, and meters to be installed at each address.	<input type="checkbox"/>	<input type="checkbox"/>
• Total system cost of the eligible equipment and labor.	<input type="checkbox"/>	<input type="checkbox"/>
• Signed by both the applicant and the retailer.	<input type="checkbox"/>	<input type="checkbox"/>
• Retailer is a CEC-registered retailer. Look up retailer here: http://www.gosolarcalifornia.ca.gov/database/search-new.php	<input type="checkbox"/>	<input type="checkbox"/>
• Equipment matches the equipment listed on the CF-1R-PV.	<input type="checkbox"/>	<input type="checkbox"/>
• Standalone performance meters verified (performance meters built-in to an inverter are verified on the CF-1R-PV). Please refer to the CF-1R-PV to determine if project requires a standalone performance meter. The standalone meter is listed on the CEC-eligible meter list:	<input type="checkbox"/>	<input type="checkbox"/>

http://www.gosolarcalifornia.ca.gov/equipment/meter.php		
<ul style="list-style-type: none"> Purchased or installed equipment less than 24 months before applying for reservation. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Total NSHP incentive does not exceed incentive cap (75% of total system cost for affordable housing and 50% of total system cost for all other housing types). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If submitted at reservation time, lease contracts and/or power purchase agreements (PPA) include equipment purchase agreement requirements above. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Could be an invoice that shows that the equipment has been purchased. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Invoice should include equipment details and total cost. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Equipment should still be sold by CEC-registered retailer. Look up retailer here: http://www.gosolarcalifornia.ca.gov/database/search-new.php 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Invoice shows that a minimum of 10% of the total system cost or \$1,000 paid towards the final cost of each system. 	<input type="checkbox"/>	<input type="checkbox"/>
LABOR CONTRACT		
<ul style="list-style-type: none"> Require all of the following: 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Name, address and contractor's license number of the company performing the system installation. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Site address for the system installation; 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Description of the work to be performed; 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Total agreed price to install the system 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Payment terms (payment dates and dollar amounts). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Printed names AND signatures of the applicant and the installer. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The installer must have an active A, B, C-10 or C-46 license. Look up license here: https://www2.cslb.ca.gov/OnlineServices/CheckLicense/LicenseRequest.asp 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The installer is a CEC-registered installer. Look up installer here: http://www.gosolarcalifornia.ca.gov/database/search-new.php 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If submitted at reservation time, lease contracts and/or power purchase agreements (PPA) include labor contract agreement requirements above. 	<input type="checkbox"/>	<input type="checkbox"/>
CF-1R/PERF-1		
<ul style="list-style-type: none"> The CF-1R is created using compliance software for the Building Standards of which the project had applied a building permit under. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The CF-1R states (or can be calculated) that the project is at a minimum 15 percent beyond the appropriate set of Building Standards (Tier I – 15% and Tier II – 30%). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> For projects meeting Tier II incentive levels, space cooling compliance margin 30 percent better than standard. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Project name and address, if provided, match that on the NSHP-1. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Climate zone matches that on the CF-1R-PV. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> A CEPE/CEA is the documentation author and signed the CF-1R/PERF-1. CEPE/CEA is qualified to author the CF-1R. Look up CEPE qualification here: http://cabec.org/ceperosterall.php 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> A .bld/.mp7/.mp8 file is submitted to Program Administrator. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> For projects participating in a utility new construction energy efficiency program, a CF-1R is not required. Applicant submitted approval or payment letter from utility. 	<input type="checkbox"/>	<input type="checkbox"/>

CONSTRUCTION PLAN-SET¹		
• Architectural, Electrical, Mechanical, and Plumbing (as applicable or available).	<input type="checkbox"/>	<input type="checkbox"/>
• A window and door schedule that shows sizes and includes ALL skylights (if not shown on the floor plan).	<input type="checkbox"/>	<input type="checkbox"/>
• Elevation, wall, roof, floor construction assemblies.	<input type="checkbox"/>	<input type="checkbox"/>
• Floor finish schedule (if CF-1R shows High Mass Design).	<input type="checkbox"/>	<input type="checkbox"/>
• A list of lots and addresses.	<input type="checkbox"/>	<input type="checkbox"/>
• A site plan with a North arrow.	<input type="checkbox"/>	<input type="checkbox"/>
REGULATORY AGREEMENT (required for Affordable Housing Residential Systems and Affordable Housing Common Area systems)		
• The agreement is executed.	<input type="checkbox"/>	<input type="checkbox"/>
• The agreement specifies that the project is undertaken pursuant to section 50052.5, 50053, or 50199.4 of the Health and Safety Code, or other affordable housing laws or regulations adopted by the California Department of Housing and Community Development.	<input type="checkbox"/>	<input type="checkbox"/>
• The agreement:		
• Identifies the project, location, and the number of units subject to affordability requirements (at least 20 percent for extremely low, very low, lower or moderate income persons).	<input type="checkbox"/>	<input type="checkbox"/>
• Restricts affordability to at least 10 years.	<input type="checkbox"/>	<input type="checkbox"/>
BUILD-OUT SCHEDULE (required for Solar as Standard and Solar as an Option)		
• Name and location of the project.	<input type="checkbox"/>	<input type="checkbox"/>
• A project timeline for when the homes that will have solar will have finished construction.	<input type="checkbox"/>	<input type="checkbox"/>
• Dates that the PV is expected to begin and finish installation.	<input type="checkbox"/>	<input type="checkbox"/>
• Expected dates that the payment claims will be submitted.	<input type="checkbox"/>	<input type="checkbox"/>
MANUFACTURED HOUSING		
• Home planned for installation on permanent foundation as defined by “Permanent Foundations Guide for Manufactured Housing” (HUD-7584).	<input type="checkbox"/>	<input type="checkbox"/>
WEBTOOL ENTRY		
• Project information is consistent with the NSHP-1.	<input type="checkbox"/>	<input type="checkbox"/>
• All attachments required of the project are uploaded.	<input type="checkbox"/>	<input type="checkbox"/>
• Payee matches NSHP-1.	<input type="checkbox"/>	<input type="checkbox"/>
• Site Description entries and equipment inputted into Site Description matches CF-1R-PV.	<input type="checkbox"/>	<input type="checkbox"/>
• In Site Description the TDV and rebate amount matches the CF-1R-PV.	<input type="checkbox"/>	<input type="checkbox"/>
• In Site Description the Title-24 compliance margin (Tier I – 15% and Tier II – 30%) matches plan check margin.	<input type="checkbox"/>	<input type="checkbox"/>

¹ For a detailed description of plan-set requirements see the “Plan Check Checklist” in Part A of Appendix C in the New Solar Homes Partnership Guidebook, Fourth Edition.